

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: RESIDENCE HALL TEAM LEADER

POSITION LOCATION: ASDB-Tucson

POSITION REPORTS TO: Dean of Students

POSITION SUPERVISES: Teaching Parents, Residence Aides, Night Supervisors

MINIMUM QUALIFICATIONS:

A minimum of an A.A. with at least five years experience as a Teaching Parent or equivalent or a B.A./B.S. with at least two years experience as a Teaching Parent or equivalent; at least a Level B of respective certification; ability to communicate on a professional level in written, spoken, and/or signed form; ability to effectively communicate with both students and staff; ability to handle emergency situations calmly and bring them to a swift conclusion; ability to carry out work leader responsibilities as outlines; such alternatives to the above as the Principal may deem appropriate. CIT training; CPR certification and/or lifesaving techniques within the first 90 days of employment.

PREFERRED QUALIFICATIONS:

Supervisory experience; course work in supervision/ management; experience/course work with students having multiple disabilities

MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Dean, is responsible for: coordination and implementation of community-based programming for students (MD) with the authority to delegate work assignments to Teaching Parents, Residence Aides, and Live-in staff; coordination and implementation of routine paperwork, residence maintenance and shift responsibilities, with authority to delegate work assignments to Teaching Parents, Residential Service Assistants, and Live-in staff; coordination and staff follow-through or residence hall behavior management programs, both group and individual, with authority to delegate program assignments; provide leadership and feedback to staff on behavior

management problems; monitor data management systems to ensure appropriate evaluation and programming for all assigned students; report on staff performance and activities to the Dean and provide input regarding employee conference and evaluations as needed. Reassign weekend coverage as needed. Provide on-line in-service or training to staff in learning new procedures, equipment, etc.; monitor presence of staff on their assigned duty shifts and coordinate breaks; act as a representative of the school in contacts with visitors and the public; safely lift and transfer non-ambulatory students; other delegated responsibilities as assigned by the Dean or Director.

SPECIAL CONDITIONS/REQUIREMENTS:

Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Classified</u>	GRADE: <u>10</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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